

STANDARDS AND PROCEDURES		
ARIZONA DEPARTMENT OF ADMINISTRATION		IT DIVISIONS (ISD & ITSD)
Section:	06	Title: Information Security
Sub Section:	04	Title: Physical Security
Document:	01	Title: Emergency Plan

1. STANDARD

ISD will maintain, test, and review an Emergency Plan, which will ensure the safety and well being of its employees and visitors in the event that ISD facilities must for any reason be evacuated.

1.1. Summary of Standard Changes

1.2. Purpose

The purpose of the Plan is to minimize possibility of injuries, keep asset losses to a minimum, assure cooperation, assure the accurate release of information, and provide effective responses to fire, medical emergency, bomb threat, or any other emergency requiring evacuation.

1.3. Scope

All personnel or visitors within the ISD physical plant will use the Plan.

1.4. Responsibilities

The ADOA emergency plan guidelines assign the following responsibilities to its employees:

- Management - designates someone responsible for developing and implementing the plan (ISD Emergency Coordinator - ISDEC); designate the line of authority; allow sufficient time for plan development and training; and, provide sufficient funding for the plan.
- Emergency Coordinator - develop, implement, test and maintain the plan; provide training of floor wardens; coordinate responses of outside emergency services; and, review and revise the plan as necessary.
- Floor Wardens - know their responsibilities; know the location of emergency equipment, exits, alarms, and communications equipment; and, ensure alternate wardens are available
- Supervisors - know their unit responsibilities in emergency situations; and, provide training for their employees in proper emergency procedures.
- Employees - follow established procedures.

1.5. Definitions and Abbreviations

ISDEC is the Emergency Coordinator who is also the ISD Loss Control Coordinator referred to in other standards.

1.6. Description of Standard

STANDARDS AND PROCEDURES			ARIZONA DEPARTMENT OF ADMINISTRATION	IT DIVISIONS (ISD & ITSD)
Section:	06	Title:	Information Security	
Sub Section:	04	Title:	Physical Security	
Document:	01	Title:	Emergency Plan	

- 1.6.1. ISD will provide and maintain an Emergency Evacuation Plan which, in the event of any emergency requiring evacuation of ISD buildings, will minimize the possibility of injuries to personnel, keep asset losses to a minimum, assure cooperation, assure the accurate release of information, and provide for effective responses to such emergencies.
- 1.6.2. The ISD Information Security Manager is designated as the Emergency Coordinator (ISDEC), and/or his/her designee will assess emergency and hazard potential for ISD and develop procedures to meet ADOA Emergency Plan recommendations.
- 1.6.3. Timely training will be provided for the proper handling of recognized hazards.
- 1.6.4. Necessary emergency procedures will be determined to meet emergency situations with proper responses to such events.
- 1.6.5. The ISDEC will coordinate the Floor Warden program including; working with managers located in specific physical areas to identify proper candidates, provide Warden training in responsibilities and procedures, and maintain the Warden program.
- 1.6.6. The ISDEC will provide adequate testing of the emergency procedures such as emergency evacuations.

1.7. Implications

1.8. References

- 'Emergency Planning' RISK Management Section 1993
- RISK Management Division's 'Emergency Procedures' (RPbk124)

1.9. Attachments

2. MANAGEMENT PROCEDURES

2.1. Summary of Procedure Changes

2.2. Procedure Details

- 2.2.1. Management assigns ISDEC duties to a designee giving them authority to administer the ISD Emergency Evacuation Plan as it relates to Risk Management's 'Emergency Planning' guidelines.

STANDARDS AND PROCEDURES		
ARIZONA DEPARTMENT OF ADMINISTRATION		IT DIVISIONS (ISD & ITSD)
Section:	06	Title: Information Security
Sub Section:	04	Title: Physical Security
Document:	01	Title: Emergency Plan

2.2.2. Management approves Emergency Evacuation Plan procedures test dates.

2.2.3. Management approves any changes to the Emergency Evacuation Plan or procedures before they are released to the division.

2.2.4. Management provides requested funding for training and materials necessary to maintain the Emergency Evacuation Plan.

2.3. References

2.4. Attachments

3. ISDEC PROCEDURES

3.1. Summary of Procedure Changes

3.2. Procedure Details

3.2.1. The ISDEC, or their designee, will perform the following duties:

3.2.2. Become fully aware of the ISD Emergency Evacuation Plan procedures and Risk Management's 'Emergency Planning' guidelines as they apply to ISD physical areas.

3.2.3. Create a budget of items necessary to maintain the Emergency Evacuation Plan and submits to management.

3.2.4. Meet with new employees as part of their orientation explaining the Emergency Evacuation Plan. They will also determine if any employee impairments exist, and, how the plan will accommodate these impairments.

3.2.5. Participate in the planning stage of any physical changes to office space as it relates to emergency evacuation.

3.2.6. Update and disseminate the written Emergency Evacuation Plan, evacuation maps, and evacuation procedures.

3.2.7. Ensure proper communications between all parties in emergency situations.

3.2.8. Coordinate the Floor Warden Program performing the following duties:

3.2.9. Coordinate activities with other building tenants.

STANDARDS AND PROCEDURES		
ARIZONA DEPARTMENT OF ADMINISTRATION		IT DIVISIONS (ISD & ITSD)
Section:	06	Title: Information Security
Sub Section:	04	Title: Physical Security
Document:	01	Title: Emergency Plan

3.2.10. Determine evacuation routes.

3.2.11. Administer the selection of Floor Wardens in the necessary building areas.

3.2.12. Provide necessary training for Floor Wardens.

3.2.13. In spring and fall, conduct tests of the emergency evacuation procedures in coordination with other building tenants, capitol police, and facilities management.

3.2.14. Evaluate the results of procedure tests. Make necessary adjustments to the Emergency Evacuation Plan within the RISK Management Emergency Planning guidelines. Report results to management.

3.2.15. After evaluations of tests, meets with Floor Wardens to discuss successes, failures, and remedies.

3.3. References

ISD written 'ISD Emergency Plan'

3.4. Attachments

4. EVACUATION PROCEDURES - GENERAL

4.1. Summary of Procedure Changes

4.2. Procedure Details

4.2.1. All employees will be familiar with the ISD Emergency Plan.

4.2.2. All employees and visitors to ISD facilities will follow instructions of designated Floor Wardens during an emergency evacuation. If a Floor Warden is not available, employees will follow the ISD Emergency Plan procedures.

4.2.3. If, during an evacuation, an employee is not at their work area, they will follow the nearest Floor Warden's instructions without returning to their area. After exit, they will report to their proper assembly area.

4.2.4. Before leaving a work area, shut down all appropriate equipment and appliances.

4.2.5. Employees will use prudent judgment in properly securing all appropriate state resources.

STANDARDS AND PROCEDURES		
ARIZONA DEPARTMENT OF ADMINISTRATION		IT DIVISIONS (ISD & ITSD)
Section:	06	Title: Information Security
Sub Section:	04	Title: Physical Security
Document:	01	Title: Emergency Plan

4.3. References

4.4. Attachments

5. EMERGENCY SITUATION PROCEDURES – FIRE

Any employee who see a fire emergency situation in progress, or being eminent, will immediately contact their Floor Warden or alternate floor warden (ISDEC, if unavailable) and inform them of the circumstances.

5.1. Summary of Procedure Changes

5.2. Procedure Details

5.2.1. ISDEC, Floor Warden responsibilities:

- 5.2.1.1. The Floor Warden will report all problems to the ISDEC (when available, their supervisor/manager when not) who will investigate and inform proper agencies following procedures up to and including evacuation.
- 5.2.1.2. If indicated, the ISDEC, supervisor/manager, or Floor Warden will begin evacuation by sounding the fire alarm.
- 5.2.1.3. The Floor Warden will verify that all personnel and visitors exit their designated areas visually checking restrooms, public areas, and employee areas.
- 5.2.1.4. After all assigned areas have been checked, the Floor Warden will go to their assembly area and verify that all employees and visitors are present or accounted for.
- 5.2.1.5. The ISDEC will, using reports from the Floor Wardens, verify that all persons are evacuated from the affected areas. They will give, or procure assistance for any person needing help to leave the area, and will provide any assistance required by agencies responding to the emergency.

5.2.2. Employee responsibilities:

- 5.2.2.1. Close all file cabinet, desk drawers, etc. and lock if required in security plans.
- 5.2.2.2. Turn off all electrical appliances.
- 5.2.2.3. Follow instructions given concerning computers and computer peripherals.

STANDARDS AND PROCEDURES		
ARIZONA DEPARTMENT OF ADMINISTRATION		IT DIVISIONS (ISD & ITSD)
Section:	06	Title: Information Security
Sub Section:	04	Title: Physical Security
Document:	01	Title: Emergency Plan

5.2.2.4. Close, but do not lock, all interior doors.

5.2.2.5. Take coats and personal possessions which can be carried without impairing movement, and, leave immediately by planned routes. (routes are displayed on area bulletin boards).

5.2.2.6. All persons will report to their evacuation assembly area and remain there until released by a Floor Warden or Manager.

5.3. References

- ADOA Emergency Procedures Display Folio ('Pink')
- Evacuation Route Maps

5.4. Attachments

6. EMERGENCY SITUATION PROCEDURES - MEDICAL EMERGENCY

Any employee who see a medical emergency situation (heart attack, serious injury, etc.) in progress, or being eminent, will immediately contact their supervisor/manager (ISDEC or Floor Warden if unavailable) and inform them of the circumstances.

6.1. Summary of Procedure Changes

6.2. Procedure Details

6.2.1. Obtain immediate assistance. Notify Phoenix Fire Department Paramedics - Telephone 911.

6.2.2. If possible, administer first aid to victim.

6.2.3. Obtain as much information as possible from victim for emergency personnel when they arrive (name, age, symptoms, medications, allergies, who to notify, etc.)

6.2.4. Do not attempt to move the victim unless danger to them or others exists.

6.3. References

ADOA Emergency Procedures Display Folio ('Pink')

6.4. Attachments

7. EMERGENCY SITUATION PROCEDURES - BOMB THREAT

STANDARDS AND PROCEDURES		
ARIZONA DEPARTMENT OF ADMINISTRATION		IT DIVISIONS (ISD & ITSD)
Section:	06	Title: Information Security
Sub Section:	04	Title: Physical Security
Document:	01	Title: Emergency Plan

Any employee who becomes aware of a bomb threat will immediately contact their supervisor/manager (ISDEC or Floor Warden if unavailable) and inform them of the circumstances.

7.1. Summary of Procedure Changes

7.2. Procedure Details

7.2.1. Threat is by telephone:

- 7.2.1.1. Keep caller on line as long as possible, notify supervisor (ISDEC if unavailable) by a motion, signal, or note.
- 7.2.1.2. If possible, have call monitored by another employee.
- 7.2.1.3. Use the bomb threat form (ADOA Emergency Procedures Display Folio - 'Pink') as a guide to gaining information from the caller.
- 7.2.1.4. The supervisor will call the Capitol Police reporting the event. Capitol Policy will determine if evacuation is indicated. If evacuation is indicated, notify the ISDEC (or Floor Warden if unavailable) and follow 'Fire Emergency Evacuation' procedures.

7.2.2. Threat by letter:

- 7.2.2.1. Do not handle letter or envelope after determining it is a threat.
- 7.2.2.2. Immediately report threat to supervisor (ISDEC or Floor Warden if unavailable). They will call Capitol Policy for instructions. Capitol Policy will determine if evacuation is indicated. If evacuation is indicated, notify the ISDEC (or Floor Warden if unavailable) and follow 'Fire Emergency Evacuation' procedures.

7.3. References

ADOA Emergency Procedures Display Folio ('Pink')

7.4. Attachments

8. IMPAIRED PERSON PROCEDURES

8.1. Summary of Procedure Changes

STANDARDS AND PROCEDURES			
ARIZONA DEPARTMENT OF ADMINISTRATION		IT DIVISIONS (ISD & ITSD)	
Section:	06	Title:	Information Security
Sub Section:	04	Title:	Physical Security
Document:	01	Title:	Emergency Plan

8.2. Procedure Details

8.2.1. Any employees hearing an impaired person's sports whistle or call for assistance during an emergency evacuation will give assistance if no harm or danger to the employee is eminent.

8.2.2. Otherwise, they will immediately contact their Floor Warden or responding emergency personnel informing them of the situation.

8.3. References

8.4. Attachments